



**TRAINING OPPORTUNITY**  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Contracting Officer's Representative Course

Dates/ Location: 8-10 August 2006/CR# 5, Bldg 1520, Fort Detrick

Start/End Times: 0800-1630

Course length: 3 days

Registration Deadline: 1 August 2006. Class attendance is limited to 24 Students.

Cost: Free

Vendor/Address: Defense Acquisition University, 9820 Belvoir Road, BLDG 206 Ft. Belvoir, VA 22060

Course Overview: This course provides the student with an overall view of the contracting process, with the major emphasis in contract administration. Students are provided hands-on training learning how to develop the required documents to become a Contracting Officer's representative (COR). Documents that are developed are the COR Work Plan, Quality Assurance Surveillance Plan, Schedule of Surveillance, and Milestone Charts. Topics covered: Pre-Award, Award and Post Award processes; Monitoring the Contracts; Changes and Modifications; Inspection and Acceptance; Delays and Claims; Terminations; Past Performance; Payments; and Closeout.

Target Audience: This course is designed for anyone who has been designated or anticipates being designated as a COR.

Method of Instruction: Lecture with student interaction, group activities, research and study, presentations, and written exercises.

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or E-Mail: [USAGDCTEE@DET.AMEDD.ARMY.MIL](mailto:USAGDCTEE@DET.AMEDD.ARMY.MIL)

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).